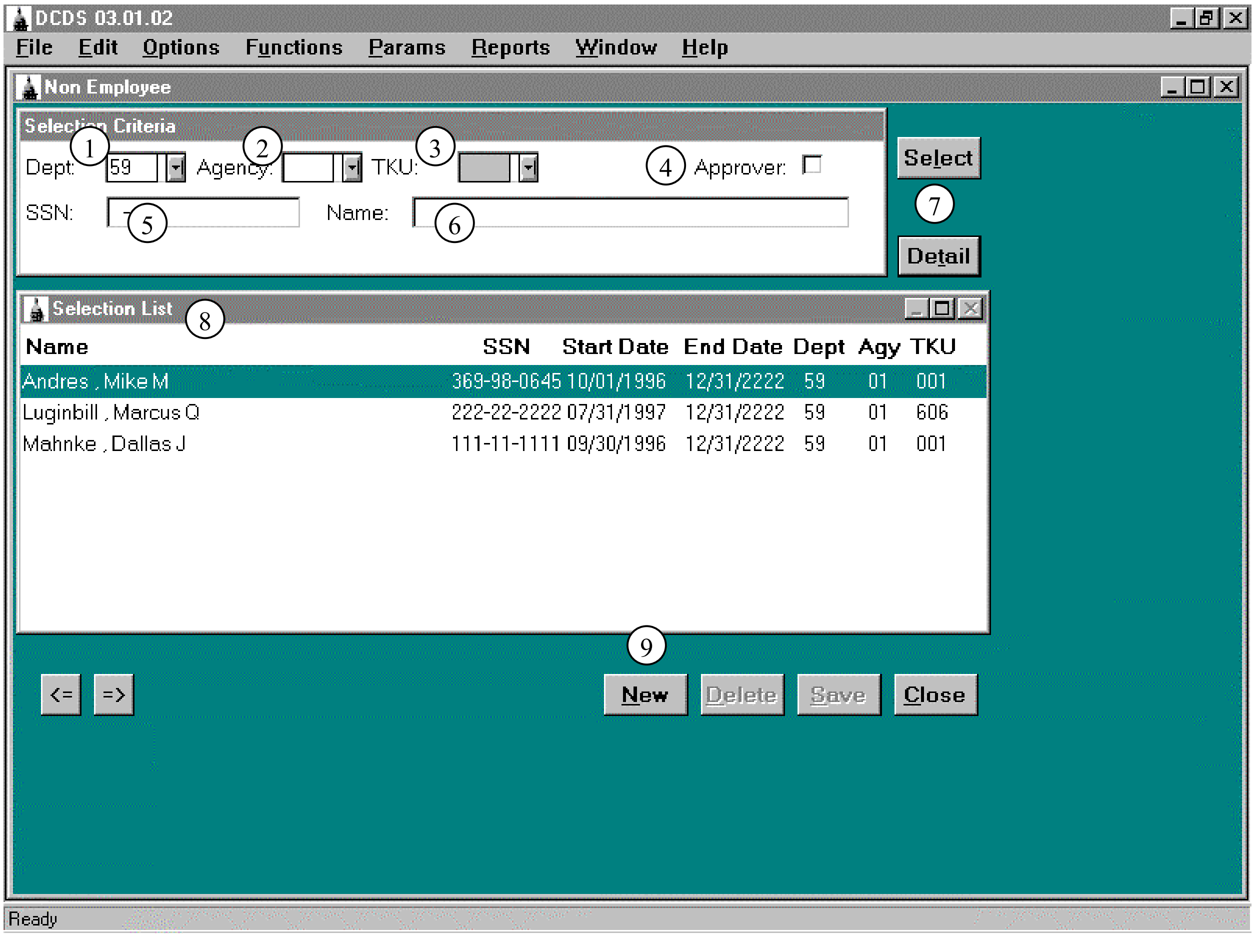
Section 14.11 PARAMS MENU Personnel Data Non Employee

Purpose	This section provides the procedures for a user to add, update or delete data on individuals who are working for the State of Michigan and record hours worked for the State but are not actual State employees (i.e., volunteers or contractors).
Window Name	Non Employee
Reminders	**1.** The Non Employee window is accessed through the Params, Personnel Data, L - Non Employee items on the menu bar. **2.** The Non Employee window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select button clicked, the Detail button becomes active. The minimum selection is Department. If the selection was by department or department, agency and TKU, once the Select button is clicked a list of individuals is displayed in the Selection List window. The user may then highlight the employee to be viewed and click the Detail button to display the Detail Data window. If selecting only one employee by entering a Social Security and/or Name, the Detail Data window is automatically displayed when the Detail button is clicked.
References	*No specific references*

Non Employee

The following window is displayed when Params, Personnel Data, L - Non Employee is selected from the Menu bar. The steps are described on the following page.



DCDS Input Procedures - Non Employee (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. An agency must be selected in order to select a TKU. **Note:** When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number.
4	Approver	Click on the Approver box, if you are an Approver, to view all non-employees that you approve for.
5	SSN	Enter an individual's Social Security Number, if selecting only one non-employee. The department, agency and TKU are **not** required. Click the Select button and the Detail Data window is automatically displayed.
6	Name	Enter an individual's last name or partial name, if selecting only one non-employee. The department, agency and TKU are **not** required. Click the Select button and if the individual is found, the Detail Data window is automatically displayed.

**indicates a required field that must be entered.*

DCDS Input Procedures - Non Employee (Selection Criteria)

Step	Field Name	Action
7	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one user was found. However, if only one is found the Detail Data window will automatically be displayed.
8	Selection List	Highlight the individual to be updated and click the Detail button. The Detail Data window will then be displayed.
9	New Button	Click on the New button, if adding a new non-employee.

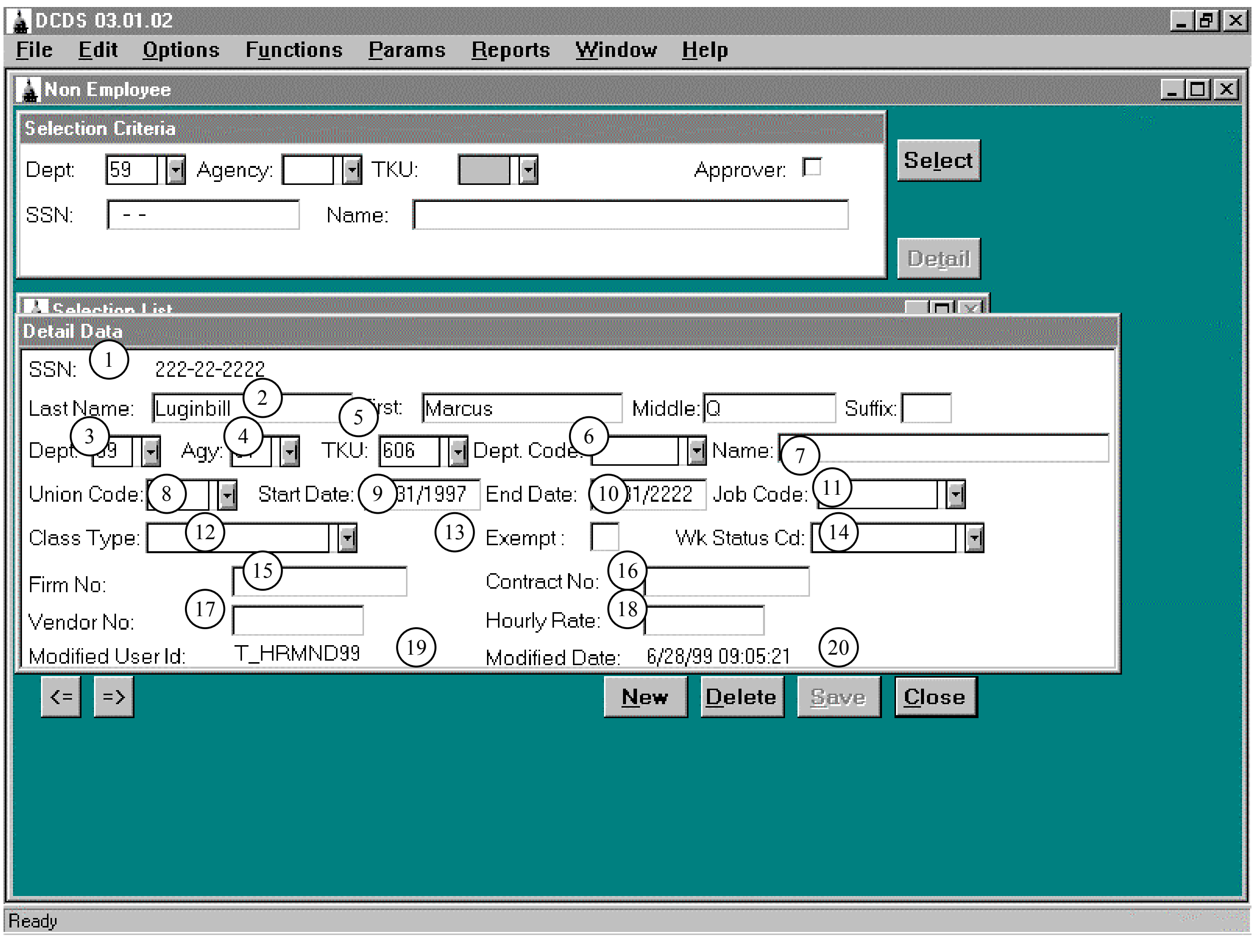
Non Employee (Selection List)

The following information is displayed:

Field Name	Description
Name	The individual's name.
SSN	The individual's Social Security Number.
Start Date	The date the individual began working with the State.
End Date	The date the individual will no longer be working with the State. The default date is 12/31/2222.
Dept	The department the individual is working with.
Agy	The agency the individual is working with.
TKU	The Timekeeping Unit (TKU) the individual is assigned to.

Non Employee

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.



DCDS Input Procedures - Non Employee

Follow the steps below to add, update, or delete non-employee data.

Step	Field Name	Action
Add Non-Employee Data		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new non-employee data.
Update Non-Employee Data		
	Detail Button	Enter the required selection criteria and click the Select button. Highlight the individual in the Selection List window to be updated. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update data.
Delete Non-Employee Data		
	Delete Button	Enter the required selection criteria and click the Select button. Highlight the individual to be deleted. Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the individual. Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the individual displayed in the Detail Data window.

DCDS Input Procedures - Non Employee
Detail Data Window

Follow the steps below to update or add a new non-employee.

Step	Field Name	Action
1	SSN*	Enter the Social Security Number of non-employee. If updating, the Social Security Number is automatically displayed.
2	Name*	Enter the non-employee's last name, first name, middle initial, and suffix (i.e., JR., II, MD, Ph.D. etc.).
3	Dept*	Select the appropriate department number from the dropdown list or enter the department number the individual is assigned.
4	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number the individual is assigned.
5	TKU*	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU the individual is assigned.
6	Dept Code	Select the appropriate HRMN (Human Resource Management Network) Department Code from the dropdown list.
7	Name	Displays the HRMN Department Name based on the Department Code selected.
8	Union Code	Enter the bargaining unit the non-employee will be assigned when hired as a classified employee, if applicable.
9	Start Date	Enter the non-employee's start date.
10	End Date	Enter the non-employee's end date.
11	Job Code*	Select the appropriate Job Code to identify the individual's particular job or classification. This data is used for reporting, wage analysis and other personnel/payroll functions.
12	Class Type	Select or enter the applicable class type from the dropdown list (Classified, Unclassified, Per Diem, SPS Contractual).

**indicates a required field that must be entered*

DCDS Input Procedures - Non Employee
Detail Data Window

Step	Field Name	Action
13	Exempt	Enter the employee's Fair Labor Standards Act (FLSA) which indicates the individual's overtime pay eligibility, if applicable. Y - Non Eligible N - Eligible **Note:** A **Y*** indicates eligibility on an exception basis.
14	Work Status Code*	Select the appropriate Work Status Code for the non-employee. Valid status codes are: **C** - Contractual **V** - Volunteer **E** - Employee
15	Firm No	Enter the Firm Number the individual is associated with.
16	Contract No	Enter the Contract Number, if the individual is working under a contract.
17	Vendor No	Enter the appropriate Vendor Number.
18	Hourly Rate	Enter the hourly rate the non-employee is paid, if applicable.
19	Modified User ID/Date	Displays the User ID of the last person who made modifications and the date modifications were made.
20	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all additions and updates made to the non-employee information.

**indicates a required field that must be entered*